

~~CONFIDENTIAL~~

Chief, Plans, Research & Development Staff  
Personnel Office

Deputy Comptroller

25X1A

Proposed Amendment to Handbook [REDACTED]

25X1A

1. Reference is made to paragraph 1. F. (2) of Handbook [REDACTED] regarding the reassignment actions involving transfers of staff employees to or from unvouchered funds.

2. Under the procedure outlined in the above mentioned paragraph, the payroll office receive Form W-4, Employees's Withholding Exemption Certificate, only in instances where the exemption status of the employee has changed from that shown on the Form W-4 presently on file in the payroll office from whose rolls the employee is being dropped. Therefore, in order to obtain the tax code on all other transfers, it is necessary for the payroll office to whose rolls the employee is being transferred to request such information by telephone from the other payroll office. Consequently, inaccurate tax deductions have been made in some instances which should have been avoided and the records of the current payroll office of the employee are incomplete as a Form W-4 is not in its file.

3. This matter has been discussed by a member of the Technical Accounting Staff of this Office with a representative of your staff and it was concluded that a revision should be made of paragraph 1. F. (2) of [REDACTED] substantially as set forth below in order to correct the present difficulty.

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When preparing requests for vouchered-unvouchered personnel actions, Requesting Offices should follow the instructions provided above, for "vouchered" requests. In addition, in Item A, Remarks, Requesting Offices should type a notation exactly as follows:

"Transfer TO Vouchered Funds FROM Confidential Funds"  
or, if appropriate,  
"Transfer TO Confidential Funds FROM Vouchered Funds"

In actions of this type, the Requesting Office shall obtain from the employee, in all instances, a new Form W-4, Employee's Withholding Exemption Certificate. This form shall be transmitted to the Personnel Office with the SF-52.

TAS/HEJ:kdm (12 Mar 54)

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(Official Use)

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